

# Harris County Employees Training Conference 2006: FAQs

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**Q. When can I register?**

A. Registration begins on Monday, July 10, 8:00 a.m.

**Q. I don't know my payroll ID #, where do I get it?**

A. You can get your payroll ID number from your HR/Payroll clerk

**Q. Do I have to register for lunch?**

A. Yes

**Q. Can I just register for lunch and visit exhibits, or do I have to take a class?**

A. To register for lunch you must register to take at least one class at the conference.

**Q. When will I get a confirmation?**

A. You will get your confirmation within 2 days of registering.

**Q. I don't know my email address.**

A. It's in the global address list. A complete email address must be correctly entered.

**Q. Why hasn't my supervisor received a confirmation?**

A. The confirmation will go to the employee's email address, unless the supervisor's email address is entered in the employee's email address.

**Q. Why didn't my supervisor get a request for my registration? I have already received a confirmation and my supervisor hasn't approved it.**

A. Through our registration system, we do not get supervisor approval. The employee must receive supervisor approval prior to registering online.

**Q. If I am on a wait list, when will I know if I'm in a class or not?**

A. Cancellations occur at any time. You may be notified as late as 2 days before the conference begins.

**Q. Can I register for more than one class at a time to see which class I get in?**

A. No, please register for only one class at any one time.

**Q. Can I stay active in one class and on a wait list on another at the same time to see if I get accepted?**

A. No, you will be cancelled out of the waitlist class and only stay active in the class for which you are registered and active.

**Q. When do we get our lunch tickets and parking tickets?**

A. The parking tickets will be sent to your payroll/benefits clerk through inter-office 1-2 weeks prior to the conference. Lunch tickets will be included in your conference packet that you will pick up when you attend your first conference class.

**Q. What does it mean that I'm wait listed for a class?**

A. Wait listed means the class you are registering for is full and you are on a list in case someone cancels. You might be able to get in the class if there are cancellations, and you are the next person on the wait list.

**Q. Will I get in if I'm wait listed?**

A. This depends on cancellations for the class(es) for which you are wait listed.

**Q. I registered on the first day registration opened, and I didn't get a confirmation. How can I get in the class now?**

A. Confirmations will be sent out within 2 days of registering. If you do not receive a confirmation and contact us a month later when registration is closed or full, you might have to try and get into another class if there is availability. It is best to register early, watch for your confirmation, and call if you don't receive it within 2 days of registering.